【Tokyo】Head of Project Management | Vertiv Japan

¥10M–16M | Global Firm | Lead Japan Projects

Job Information

Hiring Company
Vertiv Japan G.K.

Job ID
1623529

Division
Project Management Office (PMO)

Industry
Machinery

Company Type
Large Company (more than 300 employees)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
10 million yen ~ 16 million yen

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

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General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Lead national projects, overseeing strategy, execution, budgets, and resources

- Partner with executives to drive strategic projects and business growth
- Lead large-scale projects and global teams to deliver key business results
- Earn JPY 10–16 million annually in a permanent role under the Asia PMO Director

【Job Responsibilities】
The Head of Project Management is responsible for leading and managing the project portfolio within a specific country or regional market. This role ensures that all projects align with the strategic objectives of the organization and meet local business goals. The Country Head of Projects oversees project execution, resource management, risk mitigation, and stakeholder engagement while ensuring that projects are delivered on time, within scope, and within budget. This leadership role requires extensive collaboration with country-level executives, regional leadership, and key external stakeholders to drive project success and contribute to the organization's overall growth.

< RESPONSIBILITIES >

1. Strategic Leadership and Project Portfolio Management:

- Oversee the planning, execution, and delivery of all projects within the country, ensuring alignment with organizational strategies and local market priorities.
- Manage the country-level project portfolio, balancing project priorities, resources, and timelines to maximize value for the organization.
- Work with country and regional leadership to identify key business opportunities, initiate strategic projects, and support growth initiatives.
- Ensure that all projects align with the organization's long-term objectives and market specific needs.

2. Project Governance and Compliance:

- Enforce governance frameworks to ensure all projects comply with internal policies, external regulations, and industry best practices.
- Monitor compliance with project management standards, ensuring consistency in project methodologies, documentation, and reporting across the portfolio.
- Ensure adherence to local regulations and legal requirements in project execution.

3. Project Delivery and Execution:

- Oversee the successful execution of all projects, ensuring they are delivered within scope, on time, and within budget.
- Provide leadership and support to project managers, ensuring effective project planning, risk management, and problem resolution.
- Act as an escalation point for high-priority issues, risks, and challenges that arise during project delivery.
- Drive accountability and performance across all project teams, ensuring the highest standards of quality and efficiency.

4. Stakeholder Engagement and Communication:

- Build and maintain strong relationships with key stakeholders, including country-level leadership, clients, partners, and vendors.
- Serve as the primary point of contact for senior stakeholders on all project matters, providing regular updates on project progress, risks, and successes.
- Ensure effective communication between project teams and stakeholders, fostering transparency and collaboration.

5. Resource Management and Optimization:

- Manage project resources, including personnel, budgets, and materials, ensuring optimal resource allocation across the country’s project portfolio.
- Oversee the recruitment, development, and retention of project management talent, ensuring the team is equipped to meet the organization’s needs.
- Monitor project budgets and financial performance, ensuring effective cost control and resource utilization.

6. Risk and Issue Management:

- Identify, assess, and mitigate risks across the country’s project portfolio, ensuring proactive risk management practices are in place.
- Ensure that risks and issues are effectively communicated and escalated to the appropriate stakeholders, with timely interventions to address challenges.
- Develop and maintain risk mitigation strategies to ensure project continuity in the face of changing market conditions or unforeseen challenges.

7. Continuous Improvement and Best Practices:

- Drive continuous improvement within the project management function, identifying areas for process enhancements, cost savings, and operational efficiencies.
- Lead the adoption of project management best practices and ensure the team stays current with industry trends, technologies, and methodologies.
- Facilitate post-project reviews and lessons learned sessions to improve future project outcomes.

8. Financial Oversight and Reporting:

- Oversee the financial performance of the project portfolio, ensuring that projects remain within approved budgets and deliver expected financial outcomes.
- Provide regular financial and progress reports to country and regional leadership, highlighting key achievements, risks, and financial performance.
- Ensure transparency in project financials and monitor the return on investment (ROI) of major initiatives.

9. Change Management and Organizational Impact:

- Lead and manage organizational change initiatives that arise from projects, ensuring that project outcomes are fully integrated into business operations.
- Work closely with business units and departments to ensure that project deliverables align with country-level operational and strategic goals.

10. Regulatory and Market-Specific Considerations:

- Ensure that all projects adhere to country-specific regulatory, legal, and market requirements.
- Stay informed about changes in the local regulatory environment that could impact project execution and delivery.
- Adapt project strategies to reflect local market dynamics, customer needs, and competitive pressures.

< Reports To >
Director, PMO, Asia

【Employment Type】
Permanent employee

【Salary】
Salary: JPY 10,000,000 - JPY 16,000,000
*This is a 管理監督職 position and is therefore exempt from overtime pay.
*The stated compensation range includes a target bonus of 10%.

【Working Hours】
In accordance with company regulations

【Work Location】
In accordance with company regulations

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【QUALIFICATIONS】

- Bachelor’s degree in Project Management, Business Administration, Engineering, or a related field is preferred. A master’s degree or MBA is preferred.
- Professional certifications in project management (e.g., PMP, PRINCE2, PgMP) are plus.
- 10+ years of project management experience, with at least 5 years in a senior leadership role, preferably within a multinational or regional organization.
- Demonstrated experience managing large, complex projects or portfolios at the country or regional level.
- Proven track record of successful project delivery in dynamic, fast-paced environments.
- Experience managing cross-functional and geographically dispersed teams.
- Japanese JLPT N1 or above,English business level

< Technical Skills >

- Proficient in project management software (e.g., Procore, Microsoft Project, Smartsheet, JIRA) and familiar with project portfolio management tools.
- Strong understanding of various project management methodologies, including Agile, Waterfall, and hybrid approaches.
- Sound financial management skills with experience in budgeting, forecasting, and financial reporting for projects.

< Soft Skills >

- Strong leadership and people management skills, with the ability to inspire and guide large, diverse teams.
- Excellent communication and negotiation skills, with the ability to influence senior stakeholders and build trust across the organization.
- Strong analytical and problem-solving skills, with the ability to navigate complex challenges and deliver results.
- High adaptability and ability to manage change in a fast-moving business environment.

【Key Competencies】

- Strategic thinking and ability to align projects with country-level and organizational goals.
- Strong risk management capabilities with a proactive approach to identifying and addressing potential challenges.
- Proven ability to manage multiple projects and priorities simultaneously while maintaining focus on quality and deadlines.
- Excellent stakeholder management skills, with the ability to work effectively with executives, clients, and cross-functional teams.
- Deep understanding of the local market, regulatory environment, and business landscape.

Company Description